



BID COMMITTEE REPORT

Meeting Date: August 27, 2020
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Atlas Power Sweeping Ltd. located at 20230 113B Avenue, Maple Ridge, BC and Spectratec Services Group Inc. located at #200 – 9323 194th Street, Surrey, BC in relation to Notice of Intent to Contract PS20191599 – Sweeping Services for Leaf Removal Program.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City’s Procurement Policy ADMIN-008 (subject to final negotiations).

Solicitation Number:	PS20191599 Notice of Intent to Contract – Sweeping Services for Leaf Removal Program
Description of the Goods or Service:	Sweeping Services for Leaf Removal Program
Recommended Vendor(s):	Atlas Power Sweeping Ltd. and Spectratec Services Group Inc.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contracts is for 3 years, with the option to extend for 2 additional one-year terms.</p> <p>The estimated contract price for Atlas Power Sweeping Ltd. is \$700,000 and the estimated contract price for Spectratec Services Group Inc. is \$500,000 plus applicable taxes, over the initial 3 year term of the contracts.</p>

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	November 14, 2019
Notices Sent:	Not Applicable
Closing Date:	November 28, 2019
Responses Received:	Not Applicable

COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy ADMIN-008 due to the value being in excess of \$750,000;
- e) The Chief Procurement Officer and General Manager, Engineering Services to be authorized to execute and deliver all legal documents on behalf of the City; and
- f) The Bid Committee approval is pre-contract award, the final contract information may vary subject to final negotiations and award.

DECISION

The Bid Committee approved the entry into a contract in relation to the Sweeping Services for Leaf Removal Program with Atlas Power Sweeping Ltd. [Atlas] and Spectratec Services Group Inc. [Spectratec], under the authority of the City's Procurement Policy ADMIN-008.